

**SECRET**

Approved For Release 2001/03/30 : CIA-RDP78-04722A000200030020-1  
CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

1 December 1971

1. Present were:

25X1A



2. No regular DD/P Staff Meeting.

3. Items of interest from the DD/S Staff Meeting.

25X1A

25X1A

a. Christmas Project. [REDACTED] commented on [REDACTED] Christmas project for this year. A notice on the subject will be published within the next few days. As in the past, employees are invited to bring gifts to be placed under the Agency tree of toys or food. The toys should be labelled for children of various ages and employees may designate specific charities if they desire. [REDACTED] will see to it that the packages go to the proper recipients. This was a very successful Christmas project last year and has received enthusiastic support this year. 25X1A

b. Memorandum from Les Bush. Mr. Coffey read a memorandum of thanks from Les Bush for his retirement party.

"I want to express my appreciation and gratitude for the effort and consideration evidenced by my retirement party. My thanks to all who participated. Also, I cannot leave without again saying how much I appreciate the support and cooperation, as well as the warm friendship, extended to me by all the Support Staffs through the years. My best wishes for continued success, health and happiness to you and the whole Staff."

25X1A

c. Soviet Embassy Recreational Area. [REDACTED] described a recent controversy over the acquisition of land for recreational use by Soviet Embassy personnel. The Soviets have been looking for this kind of property for some time. They were going to buy the Wellington Estate in Alexandria but were stopped by a local outcry. Since then they have expressed interest in four locations, one of which was Oakcrest, located circa 2,000 feet from the Agency compound. We rejected their coordinated request to purchase this property and Ambassador Dobrynin went to the President. The Director then had to respond to the White House and, although no formal disapproval has been seen, OS has heard that the Soviets are now interested in a plot in Maryland near the Bay Bridge. It is assumed that the Oakcrest proposal is no longer active.

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d. Smallpox Immunizations. Dr. Tietjen mentioned - as a sign of the times - a recent recommendation made by a joint committee composed of representatives of the Public Health Service and the American Pediatrics Association that smallpox vaccinations be discontinued as a routine practice in the United States. Apparently, the risk of contracting smallpox in this country is no longer great enough to sustain the immunization program. Studies indicate that smallpox is not as it used to be, and in those areas where it may break out, it can then be contained through immunizations. The Agency will continue smallpox immunizations for employees travelling overseas.

4. Other items of interest.

a. Promotion of "S" Careerists.

We hope to be able to announce some junior grade promotions next week, that is, promotions to GS 9 and 10.

b. Biweekly Check Distribution. Last week we were asked to review the rules for biweekly check distribution with the Director of Finance. Ed Brooks has provided a copy of a notice on this subject which was effective in June 1969, and Ed confirms that the rules stated continue to be valid. We have given you a copy of this note.

25X1A

c. Revised Payroll Procedures. A second [REDACTED] has been prepared for all posts which will accompany the first batch of preprinted T&A Reports. The preprinted T&A's will be used for the pay period 12-25 December 71. Note that [REDACTED] agreement was reached to send 2 copies of a Control List with each set of T&A's, one copy to be returned to OF with the completed cards. Note also that [REDACTED] incorporates all essential instructions in the preliminary [REDACTED] that the field will have only one document to follow pending revisions to [REDACTED]

25X1A

25X1A

d. Black and Red Line Telephone Directories. [REDACTED] suggested we try to get approval for components to destroy their black and red line directories and send a certification of destruction to ISD/IP/DI, rather than returning the old directories for IP/DI to destroy. We will make the proposal, suggesting that component Records Management Officers or their counterparts can ably accomplish the destruction.

e. Recently Approved Support Officer Assignments

25X1A

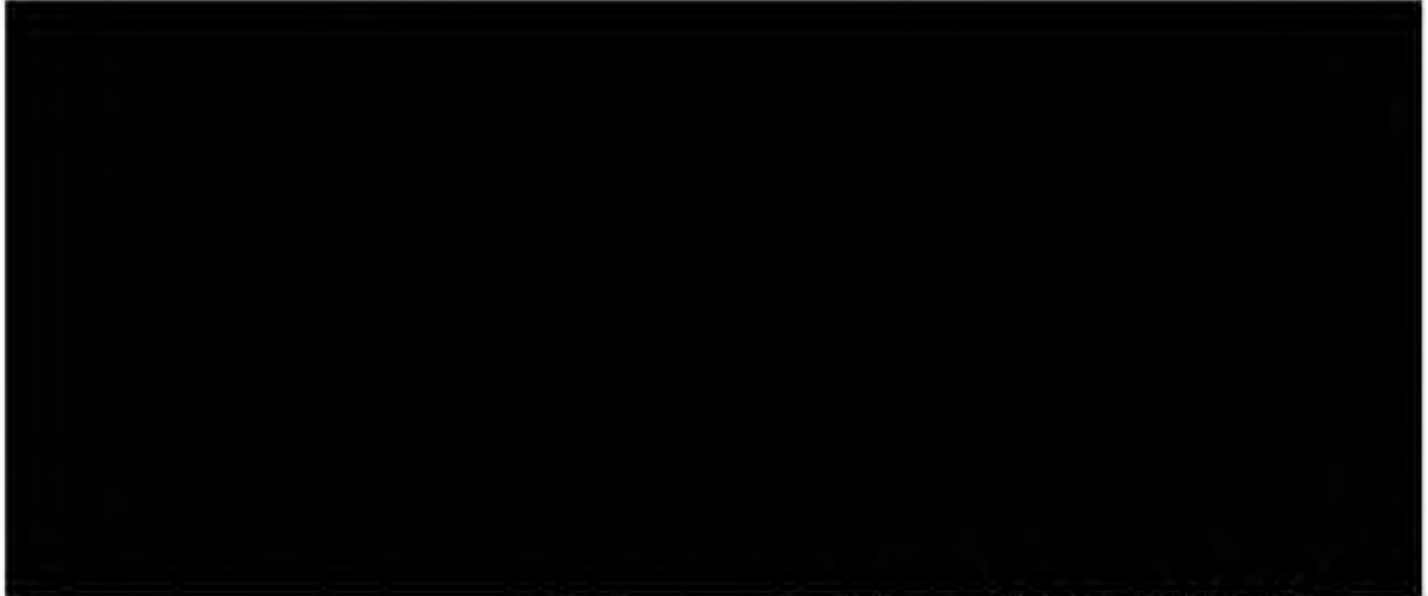


Now  
Summer 72  
Summer 72  
Summer 72  
Summer 72  
Summer 72  
Summer 72  
January 72

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1972. [REDACTED] described briefly the elements of the new division and invited candidates in the GS-13 and 14 level who are experienced case officers. DDS will nominate a chief of support for the new division in the very near future.

25X1A

i. Collision Damage Insurance. Following our discussion of this subject last week, we asked [REDACTED] of OGC to restate the substance of his views given at the meeting. Jim gave us the following note:

"Since the Government is a self-insurer, it cannot reimburse an employee for collision damage insurance not required by an automobile rental company in cases where vehicles are rented for official use. However, the employee may claim reimbursement for amounts required to be paid for damage to such vehicle provided the damage occurred while it was being used for official business. Cases which are outside use for official business, such as where an employee commits some tortious act outside the scope of his employment or where the rental vehicle is being utilized for personal business, may not be reimbursed. Therefore, it is suggested that the employee who contemplates personal use of a rental vehicle should consider the advisability of purchasing optional insurance."

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*File Behind  
Minutes*

BIWEEKLY CHECK DISTRIBUTION

1. Effective for payday, 27 June 1969, and each biweekly payday hereafter, the pickup day for Headquarters' payroll checks will be Thursday, 0900 hours, 6E29 Hqs and 702 Key Building. If Thursday is a holiday, 1300 hours Wednesday will be the pickup day. For those organizations that have domestic field components, the pickup day will remain Wednesday, 1300 hours, at 6E29 Hqs or at 1000 hours Wednesday at 702 Key Building. If Wednesday is a holiday, Thursday morning will be the pickup day for the Wednesday checks. Payday remains Friday except when Friday is a holiday, then Thursday is payday. Shift workers' payday is after their tour is over Thursday night except when Thursday is a holiday, then it is Wednesday after their tour is over.

2. The Office of Finance will distribute the checks at 6E29 or 702 Key Building by Fan Account Number or sub-Fan Account Number only (checks will remain intact as listed on the check issue listing). In all instances, consideration has been given in arriving at the above delivery schedule so that under normal conditions the component in charge of the Fan Account can distribute checks as required. The only checks that the Compensation and Tax Division will transfer by Form 1918 will be those that under normal conditions cannot be sent through Agency channels.

25X1A

3. If the above procedure presents any problems, please call [REDACTED] extension 2715.

COMPENSATION AND TAX DIVISION  
OFFICE OF FINANCE

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

S E C R E T